

HOUSEHOLD HAZARDOUS WASTE GRANT MANAGEMENT HANDBOOK

July 2013 - June 2014

INTRODUCTION

The nature of Household Hazardous Waste (HHW), including mercury containing equipment (MCE), and scrap electronic devices (E-scrap), requires that certain controls and safety measures are taken and in place during any community sponsored collection events. If improperly handled, HHW, mercury and E-scrap can cause severe injury to people handling them or those delivering them to collection events. Safety precautions, including safety meetings, must be conducted and are of utmost importance in protecting volunteers, employees, attendees (those delivering materials to the events) and the environment. Only well qualified vendors *registered with the Division of Waste Management (DWM) Hazardous Waste Branch* (502.564.6716 - **Administrative Support Section** - Supervisor **Bill Schneider**) should be used when sponsoring a collection event.

HHW Collections Guidelines:

- a. Qualified Vendors are those that meet U.S. EPA registration guidelines for hazardous waste/mercury handler/transporter, meet or exceed minimum insurance requirements for environmental spills, carry workers' compensation and other liability insurance, register with the DWM Hazardous Waste Branch and can provide verifiable business history.
- b. Collection events may be managed by having staff unload vehicles (*after training from the vendor*), with the vendor classifying and combining the HHW "behind the tables" or the vendor managing the entire unloading and "behind the tables" processes. **STAFF SHALL NOT CLASSIFY OR COMBINE HHW MATERIALS.**
- c. Grantee **shall** conduct traffic control, qualify residency of attendees (by drivers' or car licenses), ensure attendees complete provided **survey** sheet (last page of handbook), and distribute paint hardening crystals and/or brochures outlining measures for water based paint diversion and outlets for used motor oil.
- d. ***Attendees must remain in their vehicles and must not be allowed to unload the items themselves at the event.***
- e. Vendors should be able to collect materials along the guidelines attached as Appendix A.

E-scrap Collection Guidelines:

- a. Qualified Vendors are those that meet U.S. EPA registration guidelines for hazardous waste/mercury handler/transporter, meet or exceed minimum insurance requirements for environmental spills, carry workers' compensation and other liability insurance, register with the DWM Hazardous Waste Branch and can provide verifiable business history.
- b. Vendors must have verifiable markets for materials collected, and guarantees for proper disposition /recycling of those materials. Grantee may require "no landfill and/or no export of whole units policy" for E-scrap vendors.

- c. ***Attendees must remain in their vehicles and must not be allowed to unload the items at the event.*** County residency may be verified by drivers' licenses, vehicle tags, etc. Attendees shall be surveyed per the form provided as the last page of this handbook.

Vendor Requirements:

- a. Be registered with U.S. EPA as a Hazardous Waste Transporter and with the DWM Hazardous Waste Branch.
- b. Meet minimum insurance requirements for environmental spills, automotive, workers compensation, and other liability insurance.
- c. Provide pre-event safety and education session for staff.
- d. Have site protective/spill clean up equipment and materials set up prior to the event and meet clean up standards of grantee after the event.
- e. Have adequate management and labor staff on site during the entire event.
- f. Provide grantee a final report ***including weight of items collected by type*** (i.e., for HHW events include solvents, pesticides, cleaners, batteries, mercury, etc. For E-scrap events include monitors, CPUs, printers, peripherals, etc. Include the disposition of items (i.e., HHW blended as fuel, reblended as recycled paint, etc. E-scrap - shredded, refurbished for resale, disassembled for parts markets, etc.).

Grantee Guidelines:

- a. Provide a controlled site for the collection event.
- b. Provide adequate traffic control (either by local law enforcement coordination or staff).
- c. Provide the necessary Personal Protective Equipment (PPE) for staff.
- d. Assure that food, water, restroom facilities, as necessary, are available for staff.
- e. Provide qualified first aid personnel coverage during the event.
- f. Provide covered area or building in case of inclement weather during the event.
- g. Provide prior coordination for the proper control/disposition of ammunition or explosives should any be inadvertently brought to the event (law enforcement department, hazardous material response team, etc.).
- h. Provide staff to survey attendees.
- i. Provide a final report to DWM, including the vendor final report, results of attendee surveys, and a copy of the paid invoice (including a copy of the check) from the vendor.
- j. Divert water based (latex) paints from the collection by providing "paint hardening crystals" for residents to take home and harden paint for proper disposal. Other options include fact sheets or brochures outlining home methods of using or hardening paint. See Appendix B.
- k. **Grant funds may not be used to collect Used Motor Oil (UMO); however, the applicant may collect UMO for approved purposes.**
<http://waste.ky.gov/RLA/recycling/Pages/recycling.aspx> , and click on **Where can I find a local recycling facility?** Click here for a list of recycling facilities by county.

Staff Guidelines:

- a. All volunteer staff must sign a waiver of liability for the event. See the sample for County Attorney approval in Appendix D.
- b. Personal Protective Equipment (PPE) must be provided to all volunteers and grantee workers. Proper wearing of the PPE is the grantees' responsibility.
- c. Survey staff should hand out "paint hardener" crystals and/or information on how to solidify water based paints and divert used motor oil out of the collection.

Personal Protective Equipment (PPE) Minimum Guidelines:

- a. For HHW Collections (those unloading cars):
 - Safety glasses or goggles
 - Rubber gloves under leather palm work gloves
 - Impermeable plastic/rubber apron
 - Close toed shoes (preferably steel toed)
 - Long sleeve shirt
 - Long pants
- b. For E-scrap Events:
 - Safety glasses or goggles
 - Leather palm work gloves
 - Close toed shoes (preferably steel toed)
 - Long sleeve shirt
 - Long pants
- c. At a minimum, trained, qualified First Aid staff with adequate First Aid supplies (to include eye wash station or bottles) must be on site during the event and with Emergency Medical Services (EMS) on site or immediately available in case of a medical emergency. Access to the site by EMS vehicles must be unhindered.
- d. Emergency spill responders shall be available in case of hazardous waste spills beyond the vendor's capability. Contact information for Division of Waste Management Field Office staff shall also be available in case of any spill. See Appendix C.

APPENDIX A

Acceptable/Unacceptable Materials The vendor will accept for transportation and disposal the majority of hazardous waste typically produced by households. It is stressed for the safety of everyone involved that all materials are known and properly labeled. Wastes that are not in their original containers will be accepted as "known" wastes provided they are labeled. "Unknown" wastes, if acceptable, will be field tested and packaged for incineration.

Below is a listing of typical household hazardous wastes collected:

Drain cleaners	Oven cleaners
Metal polish	Arts and crafts supplies
Photo chemicals	Floor cleaners
Dry cleaning fluids	Radiator cleaners
Rust preventatives	Wood preservatives
Wood strippers	Oil based paint
Paint thinner	Solvents
Sealants	Antifreeze
Engine and radiator flushes	Transmission fluid
Old chemistry sets	Pesticides
Herbicides	Insect sprays
Brake fluid	Rodent killers
Pool chemicals	Muriatic acid
Creosote	Batteries
Moth balls	Bleaches
Ammonia	Cesspool cleaners

Mercury Containing Equipment (MCE): thermometers, thermostats, compact florescent lamps, and florescent tubes, etc.

The vendor usually reserves the right to refuse any waste deemed unsafe to handle or unsuitable for the collection. Such wastes include:

- Large quantities of unknown materials
- Radioactive waste, including smoke detectors
- Explosives, gun powder, flares, ammunition
- Unstable wastes
- Pressurized fire extinguishers
- Unknown gas cylinders

The collection of water based paint and used motor oil cannot be funded with Kentucky Pride Fund grants.

APPENDIX B

Waste Paint Hardener

http://www.ehow.com/way_5686555_homemade-waste-paint-hardener.html

<http://www.homedepot.com/buy/paint/stain/homax-waste-away-paint-hardener-for-paint-disposal-2134.html>

[Homax Waste Away Paint Hardener for Paint Disposal](#)

www.homedepot.com/.../no-2134-waste-away-paint-hardener-55131.html

Find the Homax Products **Waste Away Paint Hardener** 2134, Fast Working Can Harden Up to 2/3 of a Gallon from The Home Depot at The Home Depot

Shop for waste paint hardener

bing.com/shopping

Waste Paint/Color...

[\\$2.10](#)

Homax Corporation ...

[\\$3.33](#)

""Waste Away" Pain...

[\\$1.74](#)

Related Searches for waste paint hardener

- [Waste Paint Hardener Lowe's](#)
- [Crown Waste Paint Hardener](#)
- [Krud Kutter Waste Paint Harde...](#)
- [Paint Disposal Hardener](#)
- [Waste Paint Hardener Ingredie...](#)
- [Homax Waste Away Paint Harden...](#)
- [Homemade Paint Hardener](#)
- [Latex Paint Disposal Hardener](#)

Features and Benefits

One bag will harden up to 2/3 of a gallon of left over paint and one 5 gallon container will harden approximately 107 gallons.

- Easy to use
- Works in minutes
- Non-toxic
- Curbside disposal
- Environmentally sound

Typical Uses:

- Hardening leftover acrylic paint
- Hardening leftover latex paint
- Hardening leftover water-based stains
- Hardening and clean-up of spills of all of the above

Type in "Waste Paint Hardener" and you will find several options for purchase. You may also check with your local paint store to see what they may have in store.

WATER BASED PAINTS SHALL NOT BE ACCEPTED FOR GRANT FUNDED COLLECTIONS; HOWEVER, WATER BASED PAINT CAN BE COLLECTED BY THE APPLICANT TO ASSIST COMMUNITY SERVICE ORGANIZATIONS WHO REFURBISH/RENOVATE HOUSES, ETC.

APPENDIX C

DEPARTMENT OF ENVIRONMENTAL PROTECTION ENVIRONMENTAL RESPONSE TEAM

TO REPORT AN ENVIRONMENTAL EMERGENCY CALL:

502-564-2380 or 1-800-928-2380

LINE OPEN 24 HOURS A DAY, SEVEN DAYS A WEEK

Field Operations Branch

The branch includes a central office and 10 waste management regional offices located throughout Kentucky. Staff from these offices are familiar with the local waste management issues and can respond to your questions and concerns.

NOTE: There is a toll-free number (888 NO-DUMPS) 888-663-8677 available statewide to report illegal dumping activities.

DWM REGIONAL OFFICE PERSONNEL

Central Office (502) 564-6716
200 Fair Oaks, 2nd Floor
Frankfort, KY 40601
FAX: (502) 564-4049

Jon Maybriar, Branch Manager
Alex Clemons, Admin. Spec. III
Vonda Blanton, Office Support Asst. I
Duke York, Int. Policy Analyst III
Vacant, Env. Scientist

Bowling Green (270) 746-7475
2642 Russellville Road
Bowling Green, KY 42104
FAX: (270) 746-7865

Vacant, Supervisor
Susan McGill, Admin. Spec. III
Richard Denton, Env. Inspector III
Robbie McGuffey, Env. Scientist II
Kevin Patrick, Geologist III
Scott Reynolds, Env. Inspector III
Barbara Appling, Env. Inspector III
Jeff Tibbs, Env. Inspector II
Mike Sapp, Env. Inspector III

Allen, Barren, Butler, Edmonson, Grayson, Hart,
Logan, Ohio, Simpson and Warren counties

Columbia (270) 384-4735
2751 Campbellsville Road
Columbia, KY 42728
FAX: (270) 384-5199

Adair, Boyle, Casey, Clinton, Cumberland, Green,
Larue, Lincoln, Marion, Metcalfe, Monroe,
Nelson, Pulaski, Russell, Taylor, Washington and
Wayne counties.

Florence (859) 525-4923
8020 Veterans Memorial Drive, Suite 110
Florence, KY 41042
FAX: (859) 525-4157

Boone, Bracken, Campbell, Carroll, Gallatin,
Grant, Henry, Kenton, Owen, Pendleton and
Trimble counties.

Frankfort (502) 564-3358
200 Fair Oaks Lane, 3rd Floor
Frankfort, KY 40601
FAX: (502) 564-5043

Anderson, Bourbon, Clark, Estill, Fayette,
Franklin, Garrard, Harrison, Jessamine, Madison,
Mercer, Nicholas, Powell, Robertson, Scott and
Woodford counties.

Hazard (606) 435-6022
233 Birch Street
Hazard, KY 41701
FAX: (606) 435-6025

Breathitt, Floyd, Johnson, Knott, Lee, Leslie,
Letcher, Magoffin, Martin, Owsley, Perry, Pike
and Wolfe counties.

John Rogers, Supervisor
Anita Green, Admin. Spec. III
Patrick Shofner, Env. Inspector II
David Coomer, Env. Inspector III
Daphne Johnston, Env. Inspector III
Brian Schrader, Env. Scientist II
Jason Stephens, Env. Inspector I

Michael Fant, Supervisor
Donna McClanahan, Admin. Spec. III
Charles "Bing" Dickerson, Env. Inspector III
Adam Fritsch, Env. Inspector III
Ray Prater, Env. Inspector III
David Remley, Env. Inspector II
Clinton Wilson, Env. Inspector I

Richard Thomas, Supervisor
Debbie Horn, Admin. Spec. III
Eric Amon, Env. Inspector II
Huff Hammond, Env. Inspector III
Vacant, Env. Inspector I
Amy McCracken, Env. Inspector II
Mark Simpson, Geologist III
George Weems, Env. Inspector III
Ivalina Krasteva, Env. Inspector I
Steve Kellerman, Env. Inspector III

Todd Duff, Supervisor
Edith Begley, Admin. Spec. III
Danny Campbell, Env. Inspector III
Kevin Francis, Geologist III
Ashton Johnson, Env. Inspector I
Vacant, Env. Inspector I
Andrea Rader, Env. Scientist II
Robert Stidham, Env. Inspector III

London (606) 330-2080
875 South Main Street
London, KY 40741

Bell, Clay, Harlan, Jackson, Knox, Laurel,
McCreary, Rockcastle and Whitley counties.

Louisville (502) 429-7120
9116 Leesgate Road
Louisville, KY 40222
FAX: (502) 429-7125

Breckinridge, Bullitt, Hardin, Jefferson,
Meade, Oldham, Shelby and Spencer
counties.

Madisonville (270) 824-7532
625 Hospital Drive
Madisonville, KY 42431
FAX: (270) 824-7070

Caldwell, Christian, Crittenden, Daviess,
Hancock, Henderson, Hopkins, McLean,
Muhlenberg, Todd, Union and Webster
counties.

Morehead (606) 783-8655
525 Hecks Plaza Drive
Morehead, KY 40351
FAX: (606) 783-8659

Bath, Boyd, Carter, Elliott, Fleming,
Greenup, Lawrence, Lewis, Mason, Menifee,
Montgomery, Morgan and Rowan counties.

James "Buck" McCloud, Supervisor

Liz Anderson, Env. Inspector III
Vacant, Env. Scientist II
Chase Whitis, Env. Inspector II
Jason Taylor, Env. Inspector I

Keith Sims, Supervisor

Kathy Ryan, Admin. Spec. III
Scott Gerstner, Env. Scientist II
Lynn McAleer, Env. Inspector III
George McGaha, Env. Inspector III
John Michels, Env. Inspector III
Jeff Salmon, Env. Inspector III
Kevin Strohmeier, Env. Inspector III
Karen Whalen, Env. Inspector III
Ben Wolff, Env. Inspector III

Larry Tichenor, Supervisor

Kathy Day, Admin. Spec. III
Diana Maxwell Adams, Env. Inspector II
Barbara Appling, Env. Inspector III
Neil Berry, Env. Inspector III
Bill McDonough, Geologist III
John Rundle, Env. Inspector II
Curtis Scott, Env. Inspector III
Tammy Velzy, Env. Inspector II

Karen Hall, Supervisor

Christi Conn, Admin. Spec. III
Phillip Carter, Env. Inspector III
Rodney Maze, Env. Inspector III
Ben Walter, Env. Inspector III
Lyle Walter, Env. Inspector I

Paducah (270) 898-8468
130 Eagle Nest Drive
Paducah, KY 42003
FAX: (270) 898-8640

Ballard, Calloway, Carlisle, Fulton, Graves,
Hickman, Livingston, Lyon, McCracken,
Marshall and Trigg counties.

OTHER:

Ashland (606) 929-5285
Division for Air Quality
1550 Wolohan Drive, Suite 1
Ashland, KY 41102
FAX: (606) 928-1267

Maxey Flats Project (606) 783-8680
2597 Maxey Flat Road
Hillsboro, KY 41049
FAX: (606) 783-8682

Margie Williams, Supervisor
Glenda Wallace, Admin. Spec. III
Nick Coleman, Env. Inspector I
Jamie Hathcock, Env. Inspector III
Holly Lawrence, Env. Inspector III
Gary Morgan, Env. Scientist II

Owensboro (270) 687-7304
Division for Air Quality
3032 Alvey Park Drive West
Owensboro, KY 42303
FAX: (270) 687-7204

APPENDIX D

Sample for County Attorney Approval NAME of GRANTEE HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION EVENT

Agreement to Participate Release & Waiver Form

In consideration of permission to participate in the cooperating agencies' HHW/E-scrap collection event sponsored by a grant through the Kentucky Department for Environmental Protection, Division of Waste Management (DEP/DWM) and other sponsors, and recognizing that this program will involve activities which could be dangerous, I intend to be legally bound hereby, for myself, my heirs, executors and administrators, voluntarily assume all risks of accident or injury and release and forever discharge DEP/DWM, Name of Grantee and other sponsors and their respective employees, officers and agents from any and all liability for personal injury or property damage of any kind sustained in association with participation in the program, whether such personal injury or property damage is caused by the negligence of the sponsors, their respective employees, officers, or agents, or otherwise.

I covenant and agree to indemnify and hold harmless DEP/DWM, Name of Grantee and other sponsors, their respective employees, officers, and agents, from any liability, loss and expense, including but not limited to damages, legal expenses and cost of defense, in any matter arising from my participation in the HHW/E-scrap collection event.

As used herein, "Agents" shall include local area coordinators and other volunteers working on behalf of any of the event sponsors.

I further agree to abide by all applicable rules and regulations promulgated by the sponsors and agree to follow instructions of all supervisors and/or instructors who are connected with this activity.

_____ Check here if on medication or if health problems may affect participation in the Household Hazardous Waste and/or E-scrap Collection Event. A site Coordinator must speak with you if this paragraph is checked.

Participant (Signature)

Date

Participant (Name Printed)

Mailing Address

City

State

Zip

Email Address

What Did You Bring Today?

1. Please provide your zip code _____
2. Approximately how many of the following items did you bring?

_____ *Oil Based Paint _____ Solvent _____ Antifreeze
_____ Insecticide/Herbicide _____ Liquid Mercury
_____ Mercury Containing Equipment (MCE) _____ Poison
_____ Lead Acid Batteries(car/equipment) _____ Batteries
_____ Pool Chemicals _____ Automotive Fluids
_____ Cleaners _____ Spray Cans

Other: _____

_____ Computer Monitor _____ Printer _____ Cell Phone
_____ TV _____ Printer/Copier _____ Fax Machine
_____ Lap Top _____ CPU/Tower
_____ Peripherals (keyboard, mouse, speakers)

We Would Like to Know...

1. Are you aware that scrap electronic equipment may contain hazardous components that could be harmful?
_____ Yes _____ No
2. Would you be willing to pay a small fee for this type of event to help offset the cost of collection, recycling & disposal?
_____ Yes, How much? _____ \$5 _____ \$10 _____ \$15
_____ \$ Other _____ No

How

3. How far would you be willing to travel to this type of event?
_____ 1-5 miles _____ 6-10 miles _____ More than 10 miles
4. How did you hear about today's event?
_____ Radio _____ Newspaper _____ TV
_____ Posted Flyer _____ Web Page

Your comments/suggestions for future events.

**Water based (latex) paint & used motor oil (UMO) are not accepted. Ask about disposal options or recycling options for these items.*